

# Town of Garner

## 2013 Independence Day Celebration

### Vendor Rules & Regulations

(REVISED April 2013)



The Town of Garner seeks vendors to enhance the Independence Day Celebration. Priority will be given to organizations who serve the Garner community and who provide the greatest benefit to the event. Vending or other distribution of goods, services or information is prohibited on the Celebration grounds or parking lots except in the vending area, defined by the Parks, Recreation and Cultural Resources Department (PRCR). All vendors must have a prior approved application and are subject to the rules outlined below.

Example of items able to be sold:

Category 1 Items: Entrée Items	Category 2 Items: Other Vendor Prepared Food	Category 3 Items: Other Commercially Prepared Items	Category 4 Items: Non Food Items
Hot Dogs	Fresh Popped Popcorn	Chips	July 4 <sup>th</sup> themed items
Corn Dogs	Roasted Corn	Candy	
Hamburgers	French Fries	Sodas	
Pizza	Nachos	Water	
Chicken Sandwiches	Fried Candy Bars	Etc.	
BBQ	Cotton Candy		
Turkey Legs	Sno Cones		
Other Approved Entrée Items	Ice Cream		
	Watermelon		
	Etc.		

#### Rules:

- Vendors must be **nonprofit organizations** and will be accepted based on the benefit they provide to the event with a maximum of 12 spaces and priority given to vendors selling items out of Category 1. **A 501(c) (3) Letter of Determination is required.**

#### What is an IRS Determination Letter?

A determination letter is the most important legal document your organization possesses. The IRS sends you this letter after you have successfully applied for the recognition of your organization's tax-exempt status. In this document the IRS indicates under which section of the Internal Revenue Code your organization is qualified.

For instance, if you file Form 1023, you expect to be recognized as a 501(c) (3) tax-exempt organization. In order to avoid revocation of your status, your organization must continue operating according to the manner you described in your application.

The determination letter is the only official document and proof that your organization is recognized as a tax-exempt organization.

- Only Category 1 vendors may sell Category 4 items. No vendor may sell only Category 3 items.
- A vendor is defined as anyone selling any item, publicizing or distributing information or merchandise.
- Vendor applications and all items proposed for sale must be approved by PRCR. No more than two vendors will be allowed to sell the same Category 1 item. All items to be sold including candy, chips, souvenirs, etc. must be listed on applications. Only items listed on the application will be permitted to be sold during the event. Raffles or other fund raisers will not be allowed. It is suggested that vendors not purchase food or souvenir items until approved. Organizational or message labels may not be added to food items.
- Celebration hours are 5:00 pm until 10:30 pm. Vendors will be able to set up booths after 1:00 pm and prior to

3:45 pm on July 3. Spaces will be marked off and labeled. Vendors will not be able to start selling food until 4:00 pm and must be closed up and out of the park by 11:30 pm.

6. Generators will be allowed, but must be turned off prior to the start of the Symphony concert. The Town reserves the right to ask vendors to turn the generators off earlier.
7. According to Town Code, open flame may not be used under any canopy. Gas/propane lanterns may not be used under any canopy. Gas grills, charcoal grills, and lanterns will be permitted outside tents or canopies. Grills may be used as long as they do not create excessive smoke that interferes with neighboring vendors. Battery-operated lamps may be used under the canopy. Vendors are required to provide their own light source during the event. (Please see the attached vendor requirements provided by the Town of Garner Inspections Department.)
8. Every vendor is required to have a fire extinguisher, even if vendor is not cooking on site.
9. Chuck wagons or self-contained vending units may be used provided that they are approved in advance. Approved chuck wagons may require modifications. Vendors desiring to use a chuck wagon should submit recent pictures of all sides of the chuck wagon. The dimensions of the unit should be included with the Vendor Application.
10. A canopy is defined as a covering supported by a frame with a minimum of four legs. Examples of approved canopies include EZ Up Tent and Quick Shade. Each vendor must have an approved canopy to vend under during the event. No visible business advertising is permitted in the vendor service area. The canopy or booth area may not be connected to any vehicle in the parking area. No banner or menu board will be allowed on the canopy roof. In addition, vendors must provide their own furnishings.
11. One organization banner, not to exceed 30 square feet may be used during the event. The banner must clearly identify the organization. Banners must be hung inside the booth space. One menu board per 10 feet of counter service space may be used. The menu board must not exceed 16 square feet. The menu board may only list the organization's name and items for sale.
12. Items may only be sold from the booth; vendors will not be allowed to circulate through the crowd to sell. Vendors are also prohibited from aggressive sales techniques including but not limited to flashing lights, audio or "barking" as participants pass the booths, or standing on top of booths, vehicles, or platforms. Be courteous to other vendors. Items must be sold at retail value.
13. Vehicles will be allowed at the booths to unload supplies until 3:30 pm. No vehicles will be allowed to remain parked beside or under any canopy. Reserved parking will be in the parking lot closest to the booths, but space will be limited to two vehicles per vendor. Other vehicles will have to park in general parking.
14. All Wake County Environmental Services rules must be followed. Vendors are strongly encouraged to contact the Wake County Environmental Services for their requirements. (Phone Number 919-856-7400) All vendors must be able to verify their nonprofit status for the Wake County Environmental Services. Groups will be responsible for their own sanitary and food handling supplies. Those vendors requiring water for food preparation or cleaning throughout the event must provide their own water. Onsite water is available near the large shelter. Vendors may not go through the crowd to gather water. Town staff and vehicles will not be available to help gather water.
15. All groups are required to furnish a certificate of general liability insurance with the Town of Garner named as additionally insured for the group's activities at the Independence Day Celebration. Insurance certificate must provide a minimum of 1 million dollars of general liability.
16. It is the responsibility of the primary contact listed on the Vendor Application to orient their staff, volunteers and subcontractors to these rules. Violations of the Vendor Rules may jeopardize the group's ability to vend at future Parks and Recreation events. Repeated violations of the rules and failure to follow the reasonable instructions of the staff may result in immediate closing of your booth and ejection from the event and park.

Please mail your completed vendor application and insurance certificate to: Garner Parks, Recreation & Cultural Resources  
Attn: Nicole Sweat  
900 7<sup>th</sup> Avenue  
Garner, NC 27529  
Phone: (919) 773-4441  
E-mail: [nsweat@garnernc.gov](mailto:nsweat@garnernc.gov)  
Fax: (919) 662-5135